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T/I/M-43
8 June 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Minutes of the Forty-third Meeting, 1 June 1966

Members or Their Representatives Present

25X1

NSA —

CIA —
DIA —
STATE —
CSS —

Others Present

25X1

1. Minutes of the forty-second meeting were approved.

2. Mr. Toler reported that application test data had been received from CIA, DIA, NSA, and State. Suggested changes to the code were being consolidated and would be distributed to members in the near future.

3. Follow-on actions as called for in the Terms of Reference were discussed. The overall usefulness of the code was considered. The need for additional application rules, instructions, and manuals were identified as necessary adjuncts to achieving an operating system.

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pointed out the need for a formal request for review and comments by the various agencies. He felt that the results of the informal application and dissemination testing should be cranked into the code as soon as possible and that a report be submitted to CODIB requesting formal agency reactions before the team attempted to complete the system and its supporting procedures, tools, etc.

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4. [_____]then referred to the need to identify and describe overall benefits which might accrue to agencies as a result of placing content control notations on intelligence documents. [_____] 25X1 distributed a paper on possible uses of the proposed code in NSA.

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[_____] then discussed the results of emphasis on secondary dissemination that had characterized the past approach. He discussed the potentialities of the scheme in terms of a first step in attaining a cooperative effort by the various agencies looking toward its effective use for a variety of purposes. These might include, in addition to support to dissemination, information storage & retrieval, selection activities, consumers filing needs, management data accumulation, and the possibility of automation and data exchange.

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[_____]noted that the shallow content control code is unique in that it was designed to provide a uniform method of describing the substantive content of the bulk of all intelligence documents regardless of source, method of acquisition, or parochial indexing requirements of any one group. Thus, it should be an effective vehicle for establishing an initial compatibility among existing source- and use-oriented systems which are processing the contents of these documents.

5. The Team discussed potential uses of content control in connection with storage and retrieval of documents for retrospective research, in associating the same or similar information acquired by various sources and methods, as well as in providing varied support to existing dissemination systems. [_____]requested that team 25X1 members continue to be alert for additional content control applications.

6. Mrs. Veilleux distributed a series of papers on the content control applications test in the Department of State. She summarized the findings for the team. In the course of discussion, she raised questions concerning the degree of exhaustivity, i.e., should every subject, area, and identifier which appears in the document be coded, or should there be selection criteria? Along this line, she questioned the advisability of aggregating into more general groupings either areas or subjects which are actually specified in the documents. She noted that this practice would result in substantial loss of definition and degrade system performance.

7. Mrs. Veilleux discussed some of her suggestions for content control system development including working aids, suggested additions to the code, and sample indexing rules. In this connection, Mr. Handwerger distributed a suggested outline for a content control training manual which would cover definition and purpose of content control, a general description of the codes, and guidance and instructions for its use.

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8. [redacted] reported that dissemination testing in their agencies was being analyzed and results verified.

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9. [redacted] reported that application testing had been completed and reports sent to the secretary. Discussion followed concerning exchange of content control coded documents

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between members. [redacted] noted that he did not anticipate merging the results of the dissemination tests being conducted in the various agencies, since testing was purposely oriented to local conditions.

10. The team discussed the possibility of linking identifiers with pertinenet subject(s) and/or area(s). Some members felt that these relationships should be preserved in all cases where it was possible to do so. Others felt that such a requirement would result in increased complexity in code application and much coding redundancy. No consensus was reached on this matter.

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11. [redacted] reiterated his request for members to identify additional applications for content control. The next meeting will be held Wednesday, 13 July at 0900 hours at CIA Headquarters.

[box]

Secretary

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